

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

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Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, **NOTICE** is hereby given that vacant positions in the **SANDIGANBAYAN** have been authorized to be filled by the Honorable Presiding Justice, to wit:

**One (1) Accountant III (Salary Grade 19) - BUDGET AND FINANCE DIVISION**

This notice shall be posted in three (3) conspicuous places in the Sandiganbayan for a period of ten (10) days from the date hereof.

The deadline of submission to the Personnel Section shall not be later than September 5, 2016.


**Sandiganbayan is a gender-fair employer. Any qualified person may apply.**

**The applicants should disclose if they are related by consanguinity or affinity within the 3<sup>rd</sup> degree to any Sandiganbayan official or employee.**

**An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases.**

Quezon City, August 22, 2016.

08-22-16

  
**CHARMIE ANGELETTE V. ROMILLO**  
Chief Judicial Staff Officer  
Administrative Division

Acting Executive Clerk of Court IV

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## **VACANCY**

### **BUDGET AND FINANCE DIVISION**

**Position Title:** Accountant III  
**Salary Grade:** 19 (Php. 36,409.00)  
**Item No.:** SBB-A3-1-1998  
**No. of Vacancies:** 1  
**Qualifications:**  
**Education :** Bachelor's Degree in Commerce/  
Business Administration Major in Accounting  
**Experience :** Two (2) years of relevant experience  
**Training :** Eight (8) hours of relevant training  
**Eligibility :** R.A. No. 1080 (BAR)

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached personal data sheet, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **September 5, 2016**.

**Accountant III**

SG-19 (Php. 36,409.00)

**Duties and Responsibilities:**

Under general supervision, supervises the accounting activities of the Court;  
Checks and reviews journalization and posting to books of accounts;  
Reviews, verifies and signs all accounting documents and financial statements;  
Controls obligation of allotment; certifies to the availability of funds and/or allotments;  
Ascertains that accounting and auditing regulation are observed;  
Prepares and signs correspondence;  
Plans distribution of work among subordinate employees;  
Gives instructions and guidance in work methods and procedures;  
Coordinates accounting functions with other operating units;  
Rates the performance of subordinates and makes report thereof; and does related tasks as may be assigned from time to time.

**Qualification Standards:**

<b>Education</b>	:	Bachelor's Degree in Commerce/Business Administration Major in Accounting
<b>Experience</b>	:	Two (2) years of relevant experience
<b>Training</b>	:	Eight (8) hours of relevant training
<b>Eligibility</b>	:	R.A. No. 1080